

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD					3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field					4. Employing Office Location					5. Duty Station					1. Agency Position No.																																																	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest					9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					6. OPM Certification No.																																																						
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither					12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive					13. Competitive Level Code																																																						
15. Classified/Graded by					Official Title of Position					Pay Plan					Occupational Code					Grade					Initials					Date																																							
a. Office of Personnel Management																																																																					
b. Department, Agency or Establishment																																																																					
c. Second Level Review					Vending Machine Attendant					NA					4801					04					SW 12-31-01																																												
d. First Level Review																																																																					
e. Recommended by Supervisor or Initiating Office																																																																					
16. Organizational Title of Position (if different from official title)										17. Name of Employee (if vacant, specify)																																																											
18. Department, Agency, or Establishment										c. Third Subdivision																																																											
a. First Subdivision										d. Fourth Subdivision																																																											
b. Second Subdivision										e. Fifth Subdivision																																																											
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.										Signature of Employee (optional)																																																											
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that										this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																											
a. Typed Name and Title of Immediate Supervisor										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																											
Signature										Date										Signature										Date																																							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position																																																											
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier										OPM Intro to FWS Job Grading System TS-44 Spt 81, TS-13 Sept 70, TS-1 Sept 68 Handbook of Occupational Families Aug02																																																											
Signature										Date										Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																	
23. Position Review										Initials										Date										Initials										Date										Initials										Date									
a. Employee (optional)																																																																					
b. Supervisor																																																																					
c. Classifier																																																																					
24. Remarks																																																																					

## 25. Description of Major Duties and Responsibilities (See Attached)

NSN 7540-00-634-4265

Previous Edition Usable

5008-106

OF 8 (Rev. 1-85)  
U.S. Office of Personnel Management  
FPM Chapter 295

## **NONAPPROPRIATED FUND POSITION DESCRIPTION**

**JOB TITLE:**Vending Machine Attendant **POSITION NUMBER** 01-049A

**JOB SERIES:** 4801 **PAY LEVEL:** NA-4

**Summary of Duties:** Receives and loads vending items for delivery to vending machine locations. Removes aged food or other merchandise from machines; replenish merchandise; and make appropriate notations on required documents. Monitors brands and sale prices to ensure adequate stocking levels and compliance with approved selling prices. Cleans interior and exterior of machines to ensure compliance with sanitation regulations. May make minor repairs such as removing coins that have "jammed" or clearing dispensing paths. Collects money and turns in to the supervisor or designated cashier upon end of route. Drives motor vehicle with a gross vehicle weight of up to 10,000 pounds throughout an installation under limited traffic conditions at low speeds.

Performs other related duties as assigned.

**Skills and Knowledge:** Basic skill sufficient to start, stop, and back-up a motor vehicle. Knowledge of the height, width, length, and weight of vehicle to operate safely. Ability to read and understand installation maps and other locator documents for finding various buildings and facilities. Ability to load and arrange cargo to prevent shifting, falling, and breakage. Driver's license is required.

**Responsibility:** Receives instructions from supervisor on route or specific trip assignment. Independently fills and cleans machines. Work is checked and evaluated for timeliness, adequate stocking of merchandise, and the safe and accurate recording and transport of funds.

**Physical Effort:** Light to moderate effort is required in bending, stooping, lifting and stocking. Frequently handles objects weighing up to 40 pounds and occasionally heavier objects while loading cargo with the assistance or other workers or weight handling equipment.

**Working Conditions:** Works both inside and outside and occasionally is exposed to bad weather conditions. Drives in all types of weather and is exposed to possibility of cuts, bruises, and broken bones. Must wear issued protective gear.